



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date: April 30, 2015

Job Title: Civil Assistant

PIN: 912003

Location: Circuit Court for Harford County
Bel Air, Maryland

Closing Date: May 14, 2015

Position Type: Contractual Full Time At-Will

FLSA Status: Non-Exempt

Salary Range: \$14.75 - \$17.47 per hour

Financial Disclosure: No

Essential Functions: Works in all areas of the Civil Department. Processes and maintains civil case files by reviewing pleadings and motions, typing docket information and establishing case file folders for the documents. Reviews incoming documents and actions and updates case docket by entering documents as they are received using a computer and maintaining case files. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares civil summonses and other writs by typing proper forms and envelopes. Processes payments and performs filing duties. Indexes new cases and judgments using a computer keyboard. Performs other related duties as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Knowledge of modern office practices, procedures and equipment. Ability to communicate in an effective, patient and tactful manner with the public, attorneys and other court personnel. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws. Ability to define problems, collect data, establish facts, record data and appropriately complete forms or provide information to customers. Ability to interpret and follow directions, comments and notations. Ability to operate a personal computer and learn court specific software. Ability to accurately use a cash register and calculator. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Hon. James Reilly, Clerk of the Court
Circuit Court for Harford County
Courthouse, 20 West Courtland Street
Bel Air, Maryland 21014

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.